

Finance Department

Scott P. Johnson, Director

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T*o manage, protect and report on the City of San José's financial resources to enhance the City's financial condition for our residents, businesses and investors*

City Service Areas

Strategic Support

Core Services

Disbursements

Coordinate payment of the City's financial obligations

Financial Management

Manage and protect the City's resources to enhance the City's financial condition

Financial Reporting

Provide accurate and meaningful reporting on the City's financial condition

Strategic Support: Analytical Support, Budget/Fiscal Management, Human Resources Management, Contract Administration, Computer Network Services, Administrative Support

Finance Department

Department Budget Summary

	2002-2003 Actual 1	2003-2004 Adopted 2	2004-2005 Forecast 3	2004-2005 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Disbursements	\$ 1,483,729	\$ 1,491,947	\$ 1,476,311	\$ 1,476,311	(1.0%)
Financial Management	4,922,409	6,209,709	5,952,904	6,241,572	0.5%
Financial Reporting	1,288,771	1,681,124	1,550,911	1,550,911	(7.7%)
Strategic Support	2,129,926	1,742,161	1,607,982	1,349,685	(22.5%)
Total	\$ 9,824,835	\$ 11,124,941	\$ 10,588,108	\$ 10,618,479	(4.6%)
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 8,844,617	\$ 9,746,331	\$ 9,453,498	\$ 9,277,094	(4.8%)
Overtime	37,366	51,304	51,304	51,304	0.0%
Subtotal	\$ 8,881,983	\$ 9,797,635	\$ 9,504,802	\$ 9,328,398	(4.8%)
Non-Personal/Equipment	942,852	1,327,306	1,083,306	1,290,081	(2.8%)
Total	\$ 9,824,835	\$ 11,124,941	\$ 10,588,108	\$ 10,618,479	(4.6%)
Dollars by Fund					
General Fund	\$ 7,884,784	\$ 8,755,356	\$ 8,198,991	\$ 8,232,888	(6.0%)
Airport Maint & Opers	52,532	55,670	57,413	57,413	3.1%
Community Dev Block Grant	153,393	164,719	168,898	168,898	2.5%
Conv & Cultural Affairs	39,325	39,154	40,628	40,628	3.8%
Integrated Waste Mgmt	1,063,339	1,267,260	1,281,161	1,278,751	0.9%
Low/Mod Income Hsg	167,415	165,863	170,368	170,368	2.7%
Muni Health Svcs Program	26,805	28,321	29,052	29,052	2.6%
Sewer Svc & Use Charge	417,857	513,167	529,641	528,525	3.0%
SJ/SC Treatment Plant Oper.	19,385	21,162	22,352	22,352	5.6%
Capital Funds	0	114,269	89,604	89,604	(21.6%)
Total	\$ 9,824,835	\$ 11,124,941	\$ 10,588,108	\$ 10,618,479	(4.6%)
Authorized Positions	119.00	116.00	109.00	105.00	(9.5%)

Finance Department

Budget Reconciliation

(2003-2004 Adopted to 2004-2005 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2003-2004):	116.00	11,124,941	8,755,356
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
● Business Tax Amnesty Program		(228,400)	(228,400)
One-time Prior Year Expenditures Subtotal:	0.00	(228,400)	(228,400)
<hr/> Technical Adjustments to Costs of Ongoing Activities			
● Salary/benefit changes and the following position reallocation: - 1.0 Acct Clerk II to Sr. Acct Clerk		244,121	178,772
● General Fund Rebalancing Plan Actions (Approved by City Council 8-26-03, see Appendices for more info and revised in the 2002-2003 Annual Report) - Financial Reporting and Management (2.0 Accountant II, 1.0 Secretary)	(3.00)	(203,917)	(203,917)
● Transfer to Information Technology Department for network support centralization: - 1.0 Network Engineer	(1.00)	(111,513)	(111,513)
● Changes in vehicle maintenance and operations costs		(15,000)	0
● Miscellaneous non-personal / equipment changes		(600)	(600)
Technical Adjustments Subtotal:	(4.00)	(86,909)	(137,258)
<hr/> General Fund 100 Vacant Positions Elimination Plan (Approved by City Council 3-23-04, see Appendices for more info)			
● Senior Account Clerk	(2.00)	(125,222)	(125,222)
● Insurance Analyst	(1.00)	(96,302)	(65,485)
General Fund 100 Vacant Positions Subtotal:	(3.00)	(221,524)	(190,707)
2004-2005 Forecast Base Budget:	109.00	10,588,108	8,198,991

Finance Department

Budget Reconciliation (Cont'd.)

(2003-2004 Adopted to 2004-2005 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
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Investment/Budget Proposals Approved			
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Financial Management			
Strategic Support CSA			
- Finance Administrative Staffing	(1.17)	(117,732)	(105,885)
- Financial Advisory Services		(22,000)	(22,000)
- Recycle Plus Cashiering Services		0	(27,323)
- Administrative Support Staffing Funding Shift		0	(35,322)
- Business Information Management System Lead Project		200,000	200,000
- Rebudget: Business Tax Amnesty Program		228,400	228,400
Financial Management Subtotal:	(1.17)	288,668	237,870
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Strategic Support			
Strategic Support CSA			
- Finance Administrative Staffing	(1.83)	(177,983)	(147,566)
- Network Support Staffing	(1.00)	(79,689)	(55,782)
- Cellular Telephone Service Cost Efficiencies		(625)	(625)
Strategic Support Subtotal:	(2.83)	(258,297)	(203,973)
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Total Investment/Budget Proposals Approved	(4.00)	30,371	33,897
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2004-2005 Adopted Budget Total	105.00	10,618,479	8,232,888
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Finance Department

Departmental Position Detail

Position	2003-2004 Adopted	2004-2005 Adopted	Change
Account Clerk II	12.00	11.00	(1.00)
Accountant II	19.00	17.00	(2.00)
Accounting Technician	10.00	10.00	-
Administrative Officer	4.00	2.00	(2.00)
Analyst II	3.00	3.00	-
Deputy Director	3.00	3.00	-
Director of Finance	1.00	1.00	-
Financial Analyst	5.00	5.00	-
Insurance Analyst	2.00	1.00	(1.00)
Investigator Collector	13.00	13.00	-
Network Engineer	1.00	0.00	(1.00)
Network Technician I	1.00	0.00	(1.00)
Office Specialist	6.00	6.00	-
Principal Account Clerk	3.00	3.00	-
Principal Accountant	2.00	2.00	-
Principal Office Specialist	1.00	1.00	-
Program Manager II	1.00	1.00	-
Secretary	2.00	0.00	(2.00)
Senior Account Clerk	17.00	16.00	(1.00)
Senior Accountant	3.00	3.00	-
Senior Analyst	1.00	1.00	-
Senior Investigator Collector	2.00	2.00	-
Staff Specialist	2.00	2.00	-
Staff Technician	1.00	1.00	-
Supervising Accountant	1.00	1.00	-
Total Positions	116.00	105.00	(11.00)